



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Division of Marinduque
RECORDS SECTION
RELEASED
 Name: 002299
 Signature:
 Date: JUL 12 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 School Heads, Public Elementary and Secondary Schools
 Division Monitoring & Evaluation Teams (DMETs)
 All Others Concerned

FROM:
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: **SCHOOLS' READINESS ASSESSMENT IN PREPARATION FOR THE SY 2024-2025 OPENING OF CLASSES**

DATE: July 12, 2024

1. In preparation for the upcoming School Year 2024-2025, the Schools Division Office shall conduct schools' readiness assessment in preparation for the SY 2024-2025 opening of classes on July 15-19, 2024.
2. The primary objectives of this readiness assessment are :
 - a. to assess the level of readiness of schools for the new academic year;
 - b. identify any challenges needing immediate technical assistance; and
 - c. ensure that necessary protocols are being followed.
3. The role of the monitoring and evaluation teams is essential in upholding the standards of education and contributing to the overall success of the academic year's commencement. Relative to this, this Office has formed the Division Monitoring and Evaluation Teams (DMETs) with the following members:

DMET A	DMET B
Dr. Fretzie P. Alcantara	Mr. Rey R. Raymundo
Engr. Arnold M. Moreno	Dr. Melanie M. Mendoza
Mr. Kyle David V. Atienza	Mr. Edgar H. Loto
Dr. Ma. Shiela S. Saet	Mrs. Florie M. Regencia
Public Schools District Supervisor	Public Schools District Supervisor

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4. In gathering the data, the DMETs shall put premium on the observed emerging practices of the schools that will ensure the smooth opening of classes and the encountered bottlenecks, constraints, and challenges that need technical assistance from the Regional Office. In line with this, all schools are required to accomplish the School Readiness Assessment Tool (SRAT) which can be accessed through the link <https://bit.ly/45ZKvi5>. It is expected that accomplished hard and e-copy of SRAT is available during the conduct of monitoring. Schools that cannot be assessed by the DMETs shall accomplish the School's Readiness Assessment Tool (SRAT) through the School Heads.
5. Accomplished SRAT shall be uploaded in the same aforementioned link on or before **July 16, 2024** using the file name format: *Name of School_SRAT* (e.g. *AgotES_SRAT*) and shall be consolidated by the School Management, Monitoring and Evaluation (SMM&E) personnel.
6. The results of the assessment conducted by the DMET shall be presented to the SDO Marinduque Top Management in a conference on July 23, 2024, 8:30 AM to 12:00 PM at SDO Marinduque Conference Hall.
7. To familiarize the DMETs on the process and expectations, an online orientation session is scheduled on July 12, 2024. It is expected that all members of the teams will attend the online orientation where the mechanics, guidelines, and assessment criteria will be explained in detail.
8. In view of ethical governance, schools are enjoined to implement these austerity measures in preparing for the visit of the DMETs. The following are prohibited:
 - a. welcome tarpaulins and lei/corsage for official and team members;
 - b. lavish food preparations;
 - c. pulling out of teachers from their routines for any tasks relative to this readiness assessment; and
 - d. tokens to DMET members.
9. Related expenses of the DMETs as regards this monitoring activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
10. Enclosed are the following:
Enclosure 1: Division Monitoring and Evaluation Teams (DMETs) Schedule
Enclosure 2: School Readiness Assessment Tool Template (One report per school)
11. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist, and/or Mr. Rey R. Raymundo, Education Program Specialist II, of the School Management, Monitoring & Evaluation (SMM&E) Section.
12. For widest and immediate dissemination.

/SGOD-SMM&E-FA

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SCHOOLS' READINESS ASSESSMENT IN PREPARATION FOR THE SY 2024-2025 OPENING OF CLASSES

DIVISION MONITORING AND EVALUATION TEAM (DMET) SCHEDULE

Schools Division of Marinduque

Teams	Members	July 15, 2024	July 16, 2024	July 17, 2024	July 18, 2024	July 19, 2024
A	1.Dr. Fretzie P. Alcantara 2.Engr. Arnold M. Moreno 3.Mr. Kyle David V. Atienza 4.Dr. Ma. Shiela S. Saet 5.Public Schools District Supervisor	Boi ES Canat ES Catubugan ES Tugos ES	Bagtingon ES Daat PS Libas ES Malbog ES Sihi ES Buenvista NHS – Sihi Annex	Argao ES Argao NHS Guisian ES Paye ES Sayao ES Sayao NHS Silangan ES	Tambunan ES Malibago ES Sinambahan PS Talawan ES Malibago NHS	Balogo ES Kalangkang ES Kasily ES Kasily NHS Punong ES Punong NHS
B	1.Mr. Rey R. Raymundo 2.Dr. Melanie M. Mendoza 3.Mr. Edgar H. Loto 4.Mrs. Florie M. Regencia 5.Public Schools District Supervisor	Tumagabok ES Puting Buhangin ES Hinapulan ES Agumaymayan ES	Cabugao ES Tapuyan ES Tiguion ES Tiguion 1 ES Tapuyan NHS Tiguion NHS	Sibuyao ES Maranlig ES Nangka ES Maranlig NHS Sibuyao NHS	Devilla ES Haguimit ES Pansoy ES Pulong Parang ES Tambangan ES Tambangan NHS	Makulapnit ES San Antonio ES Tapian ES Labo ES Kaganhao ES Kilo-Kilo NHS

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**SCHOOL'S READINESS ASSESSMENT TOOL IN PREPARATION
 FOR THE SY 2024-2025 OPENING OF CLASSES**

Name of School: _____ Division: _____
 District: _____ Name of PSDS: _____
 School Type: Public Private
 Course Offering: Kindergarten Elementary JHS SHS
 Name of School Head: _____ Contact Number: _____
 Email Address: _____ Date Monitored: _____

Part I: Enrollment Status and Critical Resources of Schools

Direction: Fill out the boxes in the tables below with the data and information as needed.

A. Enrollment Data

Previous Enrollment vs Current Enrollment

Grade Levels	Previous Enrollment (SY 2023-2024)				Current Enrollment, as of Date Monitored (SY 2024-2025)					Difference	Percentage Change
	BOSY	D	TO	Total	NE/P	TI	R/BA	TO	Total		
Kindergarten				0					0	0	
Grade 1				0					0	0	
Grade 2				0					0	0	
Grade 3				0					0	0	
Grade 4				0					0	0	
Grade 5				0					0	0	
Grade 6				0					0	0	
Grade 7				0					0	0	
Grade 8				0					0	0	
Grade 9				0					0	0	
Grade 10				0					0	0	
Grade 11				0					0	0	
Grade 12				0					0	0	
Total	0	0	0	0	0	0	0	0	0	0	

Possible / Actual Reason/s for Increase / Decrease

B. Critical Resources of the School

Grade Levels	Number of Teachers	Learner: Teacher Ratio	No. of Classrooms in Use	Learner: Classroom Ratio	No. of Available Chairs	Learner: Chair Ratio/ (Excess -Deficiency)
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						

Classroom Issues and Concerns

Grade Levels	In Good Condition	Needs Repair		Makeshifts	Needs Additional Classrooms	For Condemnation
		Minor	Major			
Kindergarten ()						
Grade 1 ()						
Grade 2 ()						
Grade 3 ()						
Grade 4 ()						
Grade 5 ()						
Grade 6 ()						
Grade 7 ()						
Grade 8 ()						
Grade 9 ()						
Grade 10 ()						
Grade 11 ()						
Grade 12 ()						
Total						

No be th
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Chairs Issues and Concerns

Grade Levels	In Good Condition	Needs Repair	Unfit for Use	Borrowed
Kindergarten ()				
Grade 1 ()				
Grade 2 ()				
Grade 3 ()				
Grade 4 ()				
Grade 5 ()				
Grade 6 ()				
Grade 7 ()				
Grade 8 ()				
Grade 9 ()				
Grade 10 ()				
Grade 11 ()				
Grade 12 ()				
Total				

No Ge sh co ce pa
No

Implementing Shifting of Classes: Yes No Number of Shift/s _____

Grade Levels Implementing Shifting of Classes: K G1 G2 G3 G4 G5 G6 G7 G8 G9 G10 G11 G12

Total Number of Classes with Shifting: K G1 G2 G3 G4 G5 G6 G7 G8 G9 G10 G11 G12

Reason/s for Implementing Shifting of Classes:

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Teaching and Learning Resources/ Materials

A. Teaching Resources/Materials	Evident Per Grade Level & Learning Area	Means of Verification
1. Curriculum Guide (CG)		
2. Teaching Guide (TG)		
3. Lesson Exemplars (Les)		
4. Books and Other References		
5. Other supplementary materials		
B. Learning Resources/Materials		
1. Self-Learning Modules (SLMs)		

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2. Learner Answer Sheets (LASs)		
3. Textbooks(TBs)		
4. Learner Materials(LMs)		
5. Other supplementary materials		

Part III. Unresolved Bottlenecks, Lags, Issues and Concerns (BLICs)

BCCs	
Action/s Taken	
Complications	
TA Needed	
BCCs	
Action/s Taken	
Complications	
TA Needed	
BCCs	
Action/s Taken	
Complications	
TA Needed	

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